

The County of Placer, California

*Is seeking a highly skilled professional
for the position of*



ASSISTANT CLIENT SERVICES PROGRAM DIRECTOR
HEALTH & HUMAN SERVICES DEPARTMENT
COMMUNITY HEALTH & CLINICS
(Unclassified Management)



Salary: \$79,545 to \$96,689 annually.

Compensation package at appointment based on qualifications and experience.

The county's CalPERS retirement formula is 2.5% at 55 with the county paying 7% of the employee's 8% contribution. Plus an attractive benefits package.

Open until filled.

Placer County

One of the Fastest Growing Counties in the State

Placer County is a delightful place to live and work. Placer County's climate, geography, and historical richness contribute to its high quality of life. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, quality of life in Placer County is truly the key to its attractiveness. The Placer County headquarters in Auburn is only 35 miles from Sacramento and 100 miles from San Francisco and Reno.

The growth rate of Placer County continues to exceed that of California, the Bay Area and the greater Sacramento Area. In January 2005 Placer County had an estimated population of over 500,000 with an unincorporated population of 104,600. The incorporated cities include Roseville (102,200), Rocklin (50,500), Auburn (12,900), Lincoln (27,000), Loomis (6,200) and Colfax (1,800). The County's fast growing economy and diverse geography encompasses North Lake Tahoe, where tourism is the primary economic activity and South Placer in the Sacramento metropolitan area, where high technology are the leading employers. The rapidly growing area of western Placer County, including the cities of Roseville, Rocklin and Lincoln, offers a variety of housing choices and suburban amenities including Sierra Community College, expansive shopping, multi-use sports complexes and various social and cultural activities.

Recreational Activities

Recreational opportunities abound in Placer County. There are water sports of all types on crystal lakes, which dot the county's landscape. Whitewater recreation is very popular on both the North and Middle forks of the American River. Game fishing ranging from trout to bass is available. Equestrian and mountain bike trails meander for hundreds of miles across the county, and backpacking is a popular activity in the Tahoe National Forest Wildlife Areas and the Auburn State Recreational Area. Placer County is home to seven ski resorts, including the world-renowned Squaw Valley. Tee off at one of several championship golf courses in the area, or visit museums and historical locations that showcase Placer County's rich gold rush heritage. Attend annual festivities such as the Auburn Black and White Ball, the Loomis Eggplant Festival, or the Newcastle Mandarin Festival.

You can live in a suburban community, a small town, a farm setting, or the urbanized valley, and be only a short drive to work. Placer County headquarters in Auburn is just 35 miles from Sacramento and 100 miles from San Francisco and Reno. From east to west, Placer County offers peace and quiet, along with open space, to enjoy your leisure time to the fullest. This distinctive area brings you closer to nature, surrounds you with history, and gives you the opportunity to explore the lifestyle of country living with big city convenience.

County Government

The County employs nearly 3,000 employees and has an annual budget of approximately \$600 million. A five member Board of Supervisors elected by district for four-year, overlapping terms governs the County. It has a proud tradition of being a progressive local government guided by a forward-looking County Executive Officer and Board of Supervisors. The opportunity for personal and career growth is unparalleled.

The Department

Placer County's Health and Human Services Department consists of Administration, Adult System of Care, Children's System of Care, Community Clinics, Community Health, Domestic Animal Control, Environmental Health, and Human Services. These divisions offer services throughout the County, with offices in the Auburn, South Placer, and the North Lake Tahoe areas. Services are offered on-site in other communities as well. In total, the Health and Human Services Department has 878 allocated permanent positions, approximately 300 extra help/temporary employees, and a large volunteer workforce.

The Mission

Placing people first, the Health and Human Services Department provides a unified system of quality, integrated services to safeguard the health and well being of the people in the community. To realize its mission, the department strives to keep Placer County citizens safe, healthy, at home or work, succeeding in school or work, out of trouble and self-sufficient. The Health and Human Services Department is restructuring the County's health and social services to reduce human and financial costs. When individuals and families require public assistance and/or health services, the fundamental goal is to provide a safety net of family-focused, locally accessible, non-bureaucratic, integrated services that enable and empower them to attain self-sufficiency, improved health, personal safety, and dignity.

Community Health & Community Clinics

Community Health and Community Clinics are responsible for three district areas of health services

Community Health – Placer's primary public health agency.

Responsible for...

- Protecting the health of residents
- Promoting healthy lifestyles
- Preventing disease and injury
- Controlling communicable diseases
- Enforcing laws and regulations
- Facilitating access to health care

Services include...

- Prevention (tobacco, alcohol, drug, HIV/AIDS)
- Public Health Nursing programs
- Maternal Child Health (MCH)
- Women, Infant, and Children's Supplemental Nutrition Program (WIC)
- California Children's Services (CCS)
- Child Health and Disability Program (CHDP)

Community Clinics – Serving Placer's indigent and MediCal populations.

Responsible for...

- Operating three clinics in the communities of Roseville, Auburn and North Lake Tahoe
- Medical Care
- Dental care
- Pharmaceutical care

Services include...

- Family planning
- CHDP exams
- Employee health and prevention
- HIV testing
- TB skin testing
- Travel shots and other immunizations to community at large

Medically Indigent Program (MIA) – Serving approximately one thousand eligible adults using utilization review, quality analysis, and policy development to maximize the efficient use of resources.

The Position

The Assistant Client Services Program Director for Community Health and Community Clinics is a newly created position within the management team for one of the most progressive county operated Health and Human Services Departments in the State of California. This unclassified management position reports directly to and supports the Assistant Health Officer by planning, integrating, organizing and directing the day-to-day operations of a division comprised of 155 positions and an annual budget of \$19.7 million. In addition, this management position recommends priorities for division resources, serves as a lead member of the division's management team and, in the absence of the Assistant Health Officer, functions as the acting Director. The Assistant Client Services Program Director serves as the assistant division head, performs administrative and management tasks for the director, and exercises direct supervision over management, supervisory, professional, technical and clerical personnel. Primary responsibilities include: assisting with developing goals, objectives, policies, and procedures for a variety of integrated services; conferring with the Director regarding operating processes; reviewing, evaluating and recommending changes in policies, programs, and operations; mentoring and coaching subordinates to implement the direction of the Director; identifying emerging issues, assessing alternative strategies and action plans, and solving problems.

There is one full-time, permanent Assistant Client Services Program Director position available in Health & Human Services Department.

Placer County

Responsibilities

The Assistant Client Services Program Director will be responsible for:

- Preparing the division budget; assisting in budget implementation; participating in the forecast of additional funds needed for staffing, equipment, materials and supplies; administering the approved budget.
- Recommending the appointment of personnel; providing or coordinating staff training; conducting performance evaluations; implementing discipline procedures as requested; maintaining discipline and high standards necessary for efficient and professional division operations.
- Consulting and cooperating with State departments, County Department managers, advisory boards and advocacy groups on all aspects of assigned division and community outreach; identifying and assessing community, constituent, policy and operational issues and problems; developing, evaluating and recommending alternative strategies and solutions; and assisting with implementation of strategies, operational plans and programs.
- Conducting and/or attending various public meetings to represent the interest of the division.
- Building and maintaining positive working relationships with State Departments, County Departments and divisions, County managers, County employees, and the public using principles of good customer service.
- Representing the Department to outside agencies and organizations; participating in outside community and professional groups and committees; providing technical assistance as necessary.
- Researching and preparing technical and administrative reports; preparing written correspondence.
- Performing a variety of special assignments.
- In the absence of the Assistant Health Officer, assuming responsibility of the division as needed.

Knowledge of:

- Principles and practices of community and public health programs.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations related to community and public health.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of policy development and implementation.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of organizational analysis, performance measures and management.
- Principles and practices of business correspondence and report writing.

Knowledge of:

- Assist in planning, directing and monitoring Community Health and Community Clinics wide variety of programs, services and funding sources.
- Assist in the development and implementation of division policies and procedures.
- Analyze and implement program mandates.
- Gain cooperation through discussion and persuasion.
- Assist in the successful development, control and administration of the division budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to continued:

- Implement a participatory management program throughout Department and motivate staff by inclusion.
- Interpret and apply State, County, and department policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Gain cooperation through discussion and persuasion.
- Supervise, train and evaluate assigned personnel.
- Establish and maintain effective working relationships with those contacted in the course of work including diverse interest groups and advisory boards, advocacy groups and other governmental organizations.
- Represent the County under diverse circumstances and prepare and deliver oral presentations to small and large groups.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve Division related issues; remember various rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means.

The Ideal Candidate

In addition to the minimum education and experience, the ideal candidate for Assistant Client Services Program Director will possess and demonstrate the following:

- An advanced degree such as a Masters in Public/Business Administration and/or the medical field such as a Ph.D. or Masters in Public Health.
- Experience with leading staff in a complex, integrated, inter-agency and multi-disciplinary health service environment.
- Proactively working to develop, implement, evaluate, and achieve organization-wide goals.
- Developing, implementing, and evaluating client health services programs with a focus on successful outcomes that result in populations achieving self-sufficiency, improved health, personal safety and dignity.
- Excellent interpersonal; team building, mentoring, coaching, and supervisory skills.
- Budget management experience.
- Ability to motivate staff and foster a climate of mutual respect.
- Excellent verbal and written communication skills and experience working with the media.
- Ability to maintain a steady sense of humor.

Minimum Qualifications

The minimum requirements for this position are:

Experience:

Five years of increasing responsible experience in a public health agency, including at least three years of administrative and management responsibility. Experience in a Health and/or Human Services Agency is preferred.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in business, public administration, public health, health science, sociology, psychology, counseling, behavioral sciences or related field.

License/Certificates:

Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.

A complete job description is available on our website at:
<http://www.placer.ca.gov/personnel/job-descriptions.htm>
or upon request by calling (530) 886-4615.

Compensation and Benefits

Placer County offers an attractive and competitive compensation and benefits package, including:

Estimated Total Compensation	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity
Annual Salary	\$79,546	\$86,523	\$87,700	\$92,084	\$96,689	\$101,523
Supplemental Comp	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Management Leave Cash Out	\$4,573	\$4,732	\$4,899	\$5,075	\$5,259	\$5,452
Total Estimated Cash Compensation	\$85,619	\$89,756	\$94,099	\$89,658	\$103,448	\$108,476
Estimated County Paid Benefits						
Blue Shield HMO-Family	\$14,280	\$14,280	\$14,280	\$14,280	\$14,280	\$14,280
Delta Dental	\$604	\$604	\$604	\$604	\$604	\$604
VSP Vision	\$110	\$110	\$110	\$110	\$110	\$110
Management Life Insurance \$50,000 policy	\$186	\$186	\$186	\$186	\$186	\$186

Salary: The monthly salary range for this classified management position is \$6,628 to \$8,057 paid biweekly (26 pay periods annually). A longevity increase of five percent is added to the salary after five years are obtained at the top step. In addition, the County offers an attractive benefits package including:

Supplemental Compensation: The County provides \$1,500 per calendar year in supplemental compensation to be utilized in the following ways: to pay for health and/or dental deductibles and co-pays, to pay for dependent care expenses, cash (this is considered taxable income), or in contributions to a 401 (k) plan.

Retirement Plans: Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS). The County's CalPERS Retirement formula is 2.5% at 55 Local Miscellaneous with the County paying 7.0% of the employee's 8.0% contribution. The County reports the value of the contribution to CalPERS as special compensation (EPMC). Both a 457 deferred compensation plan and a 401(k) plan are available at the employee's option.

Annual Leave: The County provides management employees 72 hours of management leave to be used as time off or cash as well as a competitive vacation and sick leave package and thirteen (13) paid holidays per year. Additional hours of management leave are available based on annual salary using an established formula.

Health Insurance: Health coverage is available through CalPERS with the County paying a major portion of the cost for the employee as well as dependents.

Dental and Vision Insurance: Dental and vision insurance are fully paid by the County for the employee and dependent dental and vision coverage is also available. Dental coverage for the employee continues in retirement.

Life Insurance: A fully paid double indemnity life insurance policy of \$50,000 is provided for the employee, which converts to a \$25,000 policy upon retirement from the County with ten or more years of service. An accidental death policy of \$10,000 is also fully paid by the County.



PERSONNEL DEPARTMENT

Equal Opportunity Employer

145 Fulweiler Avenue, Suite 200
Auburn CA 95603

Main Telephone: (530) 889-4060

Job Line: (530) 889-4070

www.placer.ca.gov/personnel.aspx

Questions regarding this opportunity please contact:

Jon Harned: (530) 886-1839

or email: jharned@placer.ca.gov

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer. All hiring and employment decisions will be made without regard to sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), or marital status. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

THE COUNTY OF PLACER HAS A NO SMOKING POLICY
FOR ALL COUNTY FACILITIES.

Application Process

To be considered for this excellent career opportunity, please submit a completed application for employment and an expanded resume (no more than four pages) to the Placer County Personnel Department.

Application materials can be obtained on the County's website at www.placer.ca.gov/personnel or by calling the executive job line at (530) 886-4615 or by sending an e-mail to execjobs@placer.ca.gov. Submit your application materials to:

Placer County Personnel Department
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603

Appointment to this position will be contingent upon successful completion of a post-offer pre-employment physical examination and background investigation, including fingerprint clearance.



Selection Process

An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates who will be invited to an interview. The interviews will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant.